

DERBY PUBLIC LIBRARY

PART TIME YOUTH SERVICES LIBRARY ASSISTANT

Department: Youth Services
Reports to: Youth Services Coordinator
Work Classification: Part-time, Non-exempt, Hourly, Sick Leave, Vacation, Holiday, Retirement Benefits if regularly scheduled 20 hours or more per week

Basic Function:

Assists the Youth Services Coordinator in planning, preparing and presenting youth and family programs. Assists the public at the youth service desk.

Work Schedule:

Work hours will be determined on an ongoing basis. Because the Library is in operation 66 hours per week, 7 days a week, scheduling flexibility is necessary. No specific schedule is guaranteed for this position. Evening and weekend hours may be required.

Position Responsibilities:

- A. Plans, prepares and presents programs for children and families utilizing such tools that include, but may not be limited to, stories, puppets, songs, fingerplays, flannelboards and crafts as assigned.
- B. Plans, prepares and presents teen programs as assigned.
- C. Assists in the planning, preparation and presentation of the annual summer reading program.
- D. Promotes library programs in the schools and community.
- E. May conduct library tours.
- F. Assists with collection development and collection analysis as assigned.
- G. Maintains Youth Services collections including shelving, straightening, organizing, shelf reading and any material maintenance as needed.
- H. Maintains and develops the appearance of the Youth Services Department through the use of such tools as book displays, bulletin boards, etc.
- I. Creates bibliographies, bookmarks, book lists, brochures, etc., as assigned.
- J. Assists with reader's advisory and reference services for general public, especially focused on children, teens, parents, teachers and caregivers.
- K. May be expected to participate in library special events requiring evening and/or weekend hours.
- L. Attends training and continuing education programs to keep informed of departmental and library trends.
- M. May fill in as needed or as assigned in the Public Services Department.
- N. Performs other duties as assigned.

Knowledge, Skills and Expertise Required:

Knowledge of basic library operations.
Familiarity with child and young adult literature.
Computer literate.
Good organizational skills.
Strong decision-making skills.
Effective oral and written communication skills.
Ability to use sound judgment and problem solving skills.
Ability to work well with the general public, especially children, teens, parents and caregivers.
Strong commitment to customer service.
Ability to be adaptable to change with a positive attitude.
Ability to establish professional interactions with co-workers.

Minimum Qualifications:

High school diploma or equivalency.
Experience working with children and/or teens.
Must be able to communicate clearly and concisely in both oral and written format.
Must be able to reach, bend, lift, stoop or squat to place library materials on shelves.
Must be able to push a fully loaded cart that may weigh up to 250 pounds.
Must be able to use manually operated equipment.

Preferred Qualifications:

Some college coursework.
Experience working in a library.